1	*Applications accepted from:*	**All PERSONS INTERESTED**
2	*Job Classification*	**SYSTEMS SUPPORT ANALYST II**
3	*Posting Number*	**PN# 112934**
4	*Department*	**MUNICIPAL COURTS ADMINISTRATION**
5	*Division*	**SYSTEMS SUPPORT**
6	*Section*	
7	*Reporting Location*	**61 REISNER**
8	*Workdays & Hours*	**Monday-Friday, 8:00 AM – 5:00 PM***
		*Subject to change

9 ***DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS***
Under moderate supervision, able to complete project deliverables – on time, on budget, on target.
- Assists in determining specialized computer needs or computer capacity requirements
- Support a range of projects such as process improvements, systems implementation, data warehousing and efficient reporting
- Work closely with stakeholders to translate business needs and the costs/benefits of implementing process/technical solution
- Analyzes operational procedures to improve efficiency
- Prepare standards and procedures with respect to system software and provide hardware and software support
- Maintains reporting procedures for system administration and utilization
- Assists with capacity planning and/or tuning

Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries. Performs other duties as assigned.

10 ***WORKING CONDITIONS***
The position is physically comfortable; the individual has discretion abut walking, standing, etc.

11 ***MINIMUM EDUCATIONAL REQUIREMENTS***
Requires a Bachelor's degree in Business, Engineering, Computer Science, Economics or a closely related field.

12 ***MINIMUM EXPERIENCE REQUIREMENTS***
Two (2) years of experience in data communications analysis and design, programming systems design and maintenance, operating systems software support, or a closely related field experience is required.

Directly related experience may be substituted for the education requirement on a year-for-year basis.

13 ***MINIMUM LICENSE REQUIREMENTS***
Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 ***PREFERENCES***
- Experience with Oracle and/or SQL server. Produce process models, diagrams and narratives.
- Experience with UML.
- Strong analytical, written, and presentation skills
- Proficient in both process modeling and data analysis/modeling
- Sound business-related skills including excellent problem-solving, team building, judgment and decision-making
- Able to use excellent interpersonal and communication skills to function in a fast-paced, team oriented environment
- Produce process models, diagrams and narratives

15 ***SELECTION/SKILLS TESTS REQUIRED***   None
However, the department may administer and the applicant must successfully complete a computer skills assessment.

16 ***SAFETY IMPACT POSITION***   [X] Yes   [ ] No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 ***SALARY INFORMATION***
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range - Pay Grade 19</u>
$1,094.00 - $2,021.00 Biweekly $28,444.00 - $52,546.00 Annually

18 ***OPENING DATE***   August 30, 2006

19 ***CLOSING DATE***   Open Until Filled

20 ***APPLICATION PROCEDURES***
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 221-0243. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer